

Section III

Officer Conduct

Department Policy #3.06

Uniform Standards/Additional Equipment

- I. Purpose: The purpose of this policy is to ensure uniformity in appearance of uniformed personnel, as well as a professional appearance of all non-uniformed personnel.
- II. Policy: In order to portray a positive, competent image, all sworn and non-sworn personnel shall be required to maintain their uniform/duty attire, as well as any other additional equipment they are issued in a neat, clean and functional order.

III. The Order:

A. Uniformed Personnel

- 1. All uniformed personnel shall wear long sleeve uniform shirts for all classes of uniforms between November 15 and March 15 unless otherwise approved by the Chief of Police.

- 2. Class "A" Uniforms

Officers may wear either long sleeve or short sleeve navy blue polyester uniform shirts. Navy blue polyester style pants without cargo (BDU) style pockets are to be worn with class "A" uniforms. Any class "A" uniform shirt will have the following:

- (1) Collar Pins: Patrol Officers "WLPD" pins to be worn perpendicular and $\frac{1}{2}$ " to the leading edge (front edge). It shall be centered halfway between the top and the bottom edge of the collar. Staff Officers (rank of Sergeant and above) shall wear their respective rank identification pins as described above.
- (2) All class "A" uniforms shall have all "P" buttons in place of the standard black buttons. Non ranking officers "P" buttons shall be silver in color while ranking officers "P" buttons shall be gold in color.
- (3) Approved meritorious and achievement pins shall be worn above the right shirt pocket.
- (4) Name Tag: Name tag shall be worn on the right shirt pocket tab just above the shirt button.
- (5) Breast Badge: Breast Badge shall be worn just above the left shirt pocket.
- (6) Shoulder Patch: Shoulder patch shall be worn on both sleeves $\frac{1}{2}$ " down from top of sleeve seam centered on sleeve crease.
- (7) Sergeant Chevrons (Arm patches): Sergeant Chevrons shall be worn by all Sergeants when in uniform. The Chevrons are to be worn on Summer and Winter shirts, jackets, and coats (excluding the authorized leather coat). The Chevrons shall be displayed on both sleeves with the apex (pointed end) pointing toward the shoulder patch. They shall be centered $\frac{1}{4}$ " below and aligned with the shoulder patch.

Exception for the Summer Shirts: Due to variation in sleeve length on Summer Shirts, the Chevrons may be placed closer than $\frac{1}{4}$ " from the shoulder patch in order to fit the sleeve.

- (8) Duty Belt: Officers shall only wear plain black leather clarion duty belt with standard equipment. Nylon duty belts shall not be worn with class "A" uniforms.

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- (9) Neck Tie: Officers shall wear a black clip-on neck tie when wearing a class "A" long sleeve uniform shirt. The neck tie will not be worn with a short sleeve class "A" uniform shirt. Solid tie bar shall be worn with neck tie.

3. Class "B" Uniforms

Officers may wear either long or short sleeve navy blue polyester uniform shirts with black buttons. Navy blue polyester style pants with or without cargo pockets are to be worn. The approved external vest carrier may be worn with this uniform. Officers are not allowed to wear a mix of polyester shirt or pants with a cotton blend shirt or pants. The outer carrier shall only be worn with a uniform shift of matching material. Officers may also wear the Blauer Street Gear polyester cotton blend shirt with Blauer Street Gear polyester cotton blend cargo pants.

- (1) The approved external vest carrier is the Elbeco VI TexTrop External Vest Carrier.
- (2) An actual breast badge (no patch badge) and an actual name tag (engraved metal) shall be worn on the external vest carrier.
- (3) The external vest carrier may not be used as a load bearing vest. No radio holders, carabineers, magazine pouches, etc. shall be attached to it.
- (4) The external vest carrier shall be laundered weekly at a minimum and more frequently when required to maintain a clean, pressed, and professional uniform appearance.
- (5) The approved matching shirt for the external vest carrier is the Elbeco TexTrop shirt.
- (6) No Polo shirt or BDU shirt shall be worn with the external vest carrier.
- (7) Officers (rank of Sergeant and above) will place the rank designation pins parallel and $\frac{1}{2}$ " to the leading edge (front edge) of the collar. It shall be centered halfway between the top and bottom edge of the collar.
- (8) Shoulder Patch: The Shoulder Patch shall be worn on both sleeves $\frac{1}{2}$ " down from the top of sleeve seam, centered on sleeve crease.
- (9) Breast Badge: The Breast Badge shall be located directly above the left pocket.
- (10) Name Tag: The Officer Name Tag shall be worn on the right pocket tab.
- (11) Sergeant Chevrons: Due to the variation in sleeve length on Summer Shirts, the Chevrons may be placed closer than $\frac{1}{4}$ " from the shoulder patch in order to fit on the sleeve.
- (12) Black turtleneck or mock-neck style shirts shall be worn under long sleeve uniform shirts. Black t-shirt will be worn under short sleeve shirts.

- (13) Duty Belt: Officers may wear either a plain leather clarion or Bianchi Accumold nylon duty belt.

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- (14) Neck Tie: Neck ties will not be worn with class "B" uniforms.

- (15) Approved meritorious and achievement pins may be worn above the right shirt pocket.

4. Class "C" Uniforms

Officers may wear an Elbeco polyester polo shirt. Officers who currently wear the windbreaker style "pullover" may continue doing so until April 01, of each year. Officers shall only wear navy blue polyester cotton blend style pants with cargo (BDU) pockets with class "C" uniforms.

Class "C" uniforms shall only be worn from April 1st through October 31st.

SRT/SWAT Uniforms are considered class "C" uniforms and may be worn only during such callouts or otherwise approved by the Chief of Police.

4. Miscellaneous

- (1) Footwear: Only black smooth leather, round toe with a polish-able style shoe may be worn. Tennis shoes, western boots, jogging type shoes are not permitted.

(2) Headwear:

- a. Black straw campaign hat with badge and braid is to be worn 1 ½" above the eyebrow canted to the front.
- b. Sock hats are permitted only during inclement weather and are to be worn only with class "B" and "C" uniforms. Sock hats will not be worn with class "A" uniforms.
- c. Baseball style hats are not permitted.
- d. Black helmet with face shield (limited use).

(3) Outerwear:

- a. With the exception of leather jackets and rain coats, all ranking officers shall have their respective rank designation affixed within the appropriate location.
- b. Officers are authorized to wear the current issued Blauer jackets as well as black leather jackets. The Force/North Face model HS3342 jacket, or the approved Proper fleece jacket.

(4) Duty Belts:

- a. Duty belt and accessories holders are to be of black clarion or

Bianchi Accumold and shall not be interchanged.

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(5) Other:

a. Sergeant Chevrons (by Sergeants only)

Sergeant Chevrons shall be worn by all Sergeants when in uniform. The Chevrons are to be worn on long and short sleeve shirts, jackets and coats (excluding the authorized leather coat).

The Chevrons shall be displayed on both sleeves with the apex (pointed end) pointing towards the shoulder patch, center $\frac{1}{4}$ " below and aligned with the shoulder patch.

b. Hash Marks: (Optional) Service Stripes are to be worn on the left sleeve 2" above the back edge of cuff without outside edge bars touching the crease with bars running parallel to cuff. (color: Gray with black edge)

B. Non-Uniformed Personnel

Investigators/Staff/School Attendance: While this section mainly addresses Investigators, this section shall also apply to Officers when on duty out of uniform, and officers attending training out of uniform or on duty out of uniform.

- (1) Investigators will be required to maintain all equipment issued both as an Investigator, as well as that equipment issued to them as a uniformed Patrol Officer.
- (2) Each Investigator will be required to maintain a duty uniform of the season, complete with head gear, in the event that it would be necessary to be in uniform for duty.
- (3) Each Investigator will be required to utilize his/her duty assigned weapon as an Investigator and/or a weapon approved for use by the Chief of Police, first being duly qualified/certified to carry that particular weapon.
- (4) Each Investigator, while on duty, will be required to wear clothing that is acceptable and in good taste, conservative in nature and manner.
 - a. Routine attire: Daily attire may consist of casual slacks (i.e.: dockers, hagger, etc), polo shirts or sport shirts, no ties, casual shoes, tennis shoes are not permitted.
 - b. Court details/Special events or assignments: Investigators will be required to wear business type suits, sports jacket and slacks, dress type shirt with tie, acceptable foot wear-dress shoes, foul weather outer coat suitable to a conservative appearance.
- (5) Each Investigator will be required to wear a belt attached badge clip-on type shield and display it on his/her jacket lapel when such duty would require same.

- (6) Each Investigator, as part of their respective uniform, will be in possession of hand cuffs, either available within their respective assigned vehicle or on their person.

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- (7) Each investigator will maintain all other assigned equipment and utilize it accordingly (pager, portable radio, OC spray, etc...).
- (8) Investigators may purchase and wear crime scene hats/jackets of a standard logo for field/crime scene use.

C. Civilian Personnel

All civilian, non-uniformed personnel, while on duty shall be required to wear clothing that is acceptable and in good taste, conservative in nature and manner.

1. Communications Officer Duty Wear

Female Employee:

(1) Pants

- a. Jeans with no holes or threads showing
- b. Casual dress slacks
- c. Capri's may be worn in the summer

If a belt is worn it needs to be casual dress with regular buckle.

(2) Tops/Blouses

- a. Casual dress shirt (Polo) or blouse (must cover the shoulders)
- b. Button up casual shirts long or short sleeve
- c. Sweatshirts with no writing or slogans
- d. Sweater cotton/knit blend
- e. Turtleneck or mock turtleneck

(3) Foot wear

- a. Casual dress shoe/boot
- b. Tennis shoe (must be clean and in good repair)
- c. Open toe sandals (no shower flip flops or like shoe)

Male Employee:

(1) Pants

- a. Jeans with no holes or threads showing

- b. Casual dress pants (Dockers/cargo pants)

If a belt is worn it needs to be casual dress with regular buckle.

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(2) Tops

- a. Casual dress shirt (polo style)
- b. Button up casual shirt long or short sleeve (tie optional)
- c. Sweatshirt with no writing or slogans
- d. Sweater cotton/knit blend
- e. Turtleneck or mock turtleneck

(3) Foot wear

- a. Casual dress shoe/boot
- b. Tennis shoe (must be clean and in good repair)

All clothing items worn to work must be neat and clean in appearance and in good repair.